

## Oneida County Title VI Policy Statement

As a recipient of federal and state funds, Oneida County is subject to the requirements and provisions of the Title VI of the Civil Rights Act of 1964, as amended. The provisions include but not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or being otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services and activities). Non compliance with this mandate can affect federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

Oneida County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Oneida County's Commissioner of Personnel or his/her designee is responsible for monitoring the Title VI activities for Oneida County.

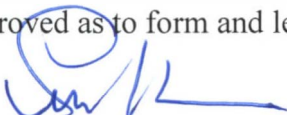
  
\_\_\_\_\_  
Anthony Picente, Oneida County Executive

9/1/10  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
John P. Telenius  
Oneida County Commissioner of Personnel

9/1/10  
\_\_\_\_\_  
Date

Approved as to form and legality:

  
\_\_\_\_\_  
Oneida County Attorney

9/1/10  
\_\_\_\_\_  
Date

## **Oneida County Title VI Program**

As a recipient of federal and state funds, Oneida County is subject to the requirements and provisions of the Title VI of the Civil Rights Act of 1964, as amended. The provisions include but not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or being otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services and activities). Non compliance with this mandate can affect federal financial assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

Oneida County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Oneida County's Commissioner of Personnel or his/her designee is responsible for monitoring the Title VI activities for Oneida County.

Oneida County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

## **Public Notification Process**

### **Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in the Oneida County's facilities. The name of the Title VI coordinator is available on the Oneida County's website, at [www.ocgov.net](http://www.ocgov.net). Additional information relating to nondiscrimination obligation can be obtained from Oneida County's Commissioner of Personnel or his/her designee.

Title VI information shall be disseminated to Oneida County's employees annually, via the Employee Education form in payroll envelopes. This form reminds employees of Oneida County's policy statement, and of their Title VI responsibilities in their daily work and duties.

### **Title VI Complaint Procedures**

#### ***How to file a Title VI Complaint?***

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e., telephone number, email address, etc.)
- How, when, where and why the complainant believes he or she was discriminated against. The complainant shall include the location, names and contact information of any witnesses.
- Other information that deemed significant by the complainant.

The Title VI Complaint Form (see Appendix A) may be used to submit the complaint information. The complaint may be filed in writing with Oneida County at the following address:

Oneida County  
Attn: Commissioner of Personnel or his/her designee  
800 Park Avenue  
Utica, New York 13501

NOTE: Oneida County encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Oneida County Commissioner of Personnel or his/her designee as soon as possible, but no later than thirty (30) days from the alleged date of discrimination.

#### ***What happens to the complaint once it is submitted?***

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by Oneida County will be directly addressed by Oneida County. Oneida County shall also provide appropriate assistance to complainants, including those persons with

disabilities, or who are limited in their ability to communicate in English. Additionally, Oneida County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix B). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

***How will the complainant be notified of the outcome of the complaint?***

Oneida County shall send a final written response letter (see Appendix C or D) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from Oneida County, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

## **Community Outreach**

As an agency receiving federal financial assistance, Oneida County makes the following community outreach efforts:

1. The public is invited to attend and participate in the legislative process.
2. Title VI statements are posted in all County facilities for public viewing. (Appendix E)
3. Oneida County has a user friendly website to enhance community relation efforts. Oneida County's Title VI plan is/will be available to the community on the website.

## APPENDIX A

### TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against, please provide the following information in order to assist us in processing your complaint and sent it to:

Oneida County  
Attn: Commissioner of Personnel or his/her designee  
800 Park Avenue  
Utica, New York 13501

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code:  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (message)

Person discriminated against:  
\_\_\_\_\_

Address of person discriminated against:  
\_\_\_\_\_

City, State, Zip Code:  
\_\_\_\_\_

Please indicate why you believe the discrimination occurred:

\_\_\_\_\_ race or color  
\_\_\_\_\_ national origin

What was the date of the alleged discrimination?

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Where did the alleged discrimination take place?

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Please describe the circumstances as you saw it:

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Please list any and all witnesses' names and phone numbers:

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What type of corrective action would you like to see taken?

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Please attach any documents you have which support the allegation. Then date and sign this form.

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Your signature

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Print your name

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Date

**APPENDIX B**

**Letter Acknowledging Receipt of Complaint**

(Today's Date)

(Ms. Jo Doe  
1234 Main St.  
Somewhere, Any State ZIP)

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Oneida County alleging

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An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (315) 798-5726, or write to me at this address.

Sincerely,

Oneida County  
Attn: Commissioner of Personnel or his/her designee  
800 Park Avenue  
Utica, New York 13501

## APPENDIX C

### Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

(Ms. Jo Doe  
1234 Main St.  
Somewhere, Any State ZIP)

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against Oneida County alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Oneida County  
Attn: Commissioner of Personnel or his/her designee  
800 Park Avenue  
Utica, New York 13501



## **APPENDIX D**

### **Letter Notifying Complainant that the Complaint Is Not Substantiated**

Today's Date

(Ms. Jo Doe  
1234 Main St.  
Somewhere, Any State ZIP)

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against Oneida County alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Oneida County has analyzed the materials and facts pertaining to your case for evidence of the County's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within seven calendar days of receipt of this final written decision from Oneida County, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Oneida County  
Attn: Commissioner of Personnel or his/her designee  
800 Park Avenue  
Utica, New York 13501

## APPENDIX E

### **Samples of Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Oneida County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Oneida County, or otherwise being discriminated against because of your race, color or national origin, you may contact our office at:**

Oneida County  
Attn: Commissioner of Personnel or his/her designee  
800 Park Avenue  
Utica, New York 13501  
Telephone: (315) 798-5726

For more information, visit our website at [www.ocgov.net](http://www.ocgov.net).

## **APPENDIX F**

### **Employee Annual Education Form**

#### **Title VI Policy**

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of Oneida County are expected to consider, respect, and observe this policy in their daily work and duties. Citizen questions or complaints shall be directed to the Commissioner of Personnel or his/her designee of Oneida County.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to respectfully address them without regard to race, color or national origin.

## **APPENDIX G**

### **Acknowledgement of Receipt of Title VI Program**

I hereby acknowledge the receipt of Oneida County's Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by Oneida County on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

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Employee signature

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Print your name

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Date